



## EVnation Electrician Process Manual

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### 1. Electrician Requirements

To be eligible for performing installations under EVnation, the electrician must meet the following qualifications:

- **EVITP Certified** (Electric Vehicle Infrastructure Training Program)
- **Certified Electrician** (In-State)
- **Valid and Updated Insurance**
- **Valid Electrical License**
- Insurance must list **EVnation LLC** as:
  - **Additional Insured**
  - **Loss Payee**

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### 2. Proper Photo Upload

Before and after photos are critical for documentation, job verification, and payment processing. Please ensure **all required images** are uploaded to the customer's designated Google Drive folder.

## ✓ General Required Photos (All Jobs)

- 📷 Photo of the **main breaker** (e.g., 100A / 200A / 225A)
- 🔌 Photo of the **new breaker size installed for charger** (e.g., 30A / 40A / 50A / 60A)
- 📍 Photo of **charger location**
- 🔧 Photo showing **complete conduit and wiring run**
- ⚡ Photo of **grounding at the panel**
- ⚡ Photo of **grounding at the charger or receptacle** (with the device/box **open**)
- 🔧 Photo of **new breaker with wires landed**
- 🚪 Photo of **closed charger or receptacle**
- 📄 Photo of **panel with dead front installed and new circuit clearly labeled**
- 👁 Photo showing **clear full view of panel location**
- 🧵 **Confirm** that **proper wire size** has been installed
- ✓ **Confirm** that **all breakers** in the panel are operational
- 📱 Screenshot of **charger app** showing:
  - Serial number
  - Charger successfully activated
- 🖼 Photo of **operational charger mounted on the wall**
- 🔍 Close-up photo of **charger serial number and/or QR code**

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## 🚧 Additional Required Photos (Panel or Service Upgrade Only)

If a **panel upgrade** or **service upgrade** was performed, please also provide:

- 📱 **SCE or utility company Meter Spot Order Number**

- ⚡ **Level of new service** (e.g., 200A / 225A / 400A)
- 🏠 Photo showing **location of the new panel** (if relocated)
- 🏠 Photo of the **old panel location** and new panel location side-by-side if applicable

📁 *All reference photos and upload folders can be found in the corresponding customer folder on Google Drive.*

⚠️ *Failure to upload complete and accurate photos may result in payment delays or installation rejections.*

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### 3. 🛠️ **General Job Instructions**

All EVnation jobs must follow our standardized installation procedures.

#### **Instructions:**

- Access the **General Job Instruction Sheet** in the customer's Google Drive folder.
- Follow the listed requirements exactly.
  - Mounting locations
  - Breaker panel routing
  - Conduit placement
  - Safety clearances
  - Labeling standards

⚠️ Do not proceed without reviewing this file for each job.

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### 4. 💰 **Payment Process**

Electricians will be paid **within 3 business days** after the following steps are fully completed and verified:

- All required **photos uploaded**
  - Job **signed off by customer**
  - **EVnation Installation Sheet** is fully completed
  - **Permit application** submitted (if applicable)
  - Internal review by the EVnation team is passed
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## 5. 🚧 Permit & Inspection Details

### 1. Determine if Permit is Required

- This will be clearly indicated in the **General Job Instruction** document located in the customer folder.

### 2. Permit Responsibilities by Region

Region	Who Pulls the Permit
Southern California	<b>EVnation</b>
Northern California & Other States	<b>Electrician</b>

✅ If permit is pulled by electrician, they are also responsible for:

- Scheduling the inspection
  - Attending and passing final inspection
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## 6. ⚡ Panel Upgrade Information

### When is a Panel Upgrade Required?

A panel upgrade is required in the following cases:

1. **Customer requests it**
2. **Load calculation fails** to meet EV charger requirements

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## How to Coordinate a Panel Upgrade

### 1. 📁 Gather Information from Customer

Use the following intake script:

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**Subject: Charge Ready Home – Panel Upgrade Intake Instructions**

**Dear Customer,**

Thank you for choosing **EVnation** for your Charge Ready Home project. Please follow the instructions below to help us gather the necessary information for your panel upgrade and charger installation:

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#### ⚙️ **Edison Meter Spot Instructions:**

- Call and **request a meter spot** from Southern California Edison (SCE).
- Inform them that you are **upgrading to 200 amps** to support electric vehicle charging.
- Ask for the **Work Request Number**.
- Ask for the **Planning Office phone number** related to your request.
- Once you receive them, please send us:
  - The **Work Request Number**
  - The **Planning Office Phone Number**

We will use this information to help **expedite the process** on your behalf.

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## **Required Photos and Details:**

Please text photos to **562-631-7888** or attach them in a reply to this email.

### **What we need:**

1. Photos of your **breaker panel**:
  - Full view of panel
  - Photo from 5 feet away
  - Photo from 15 feet away
  - Close-up of the **main breaker**
2. Panel **location** on the house (e.g., back wall, side wall, near garage)
3. Photos **looking into your garage** where the EV will be charged
4. Distance from breaker panel to charging location (photo or video)
5. Your EV's **make, model, and year**
6. Do you currently have **solar** installed?

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 **Note:** The **ChargePoint Home Flex** is the most recommended charger and kept in stock. Accurate pricing depends on your home's configuration and whether your meter must be relocated, which is determined by the Edison meter spot.

We specialize in EV charger installations and are partnered with major auto manufacturers across California and the U.S.

We appreciate the opportunity to support your electrification journey. Please contact us if you have any questions.

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2.  **Submit the collected information to the EVnation coordinator.**

3.  **Collect a safety deposit once information is confirmed.**

4.  **Pull permit and schedule installation.**

Once the panel is installed, continue with final inspection and charger setup.

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## 7. 📞 Troubleshooting Support – Manufacturer Contact

If any issues arise during the **EV charger installation**, the electrician must contact the charger manufacturer directly using the numbers below before proceeding with on-site troubleshooting.

### 🔧 Mandatory Step:

For technical issues, electricians must call the **manufacturer's support line** specific to the charger being installed.

### ☎️ Support Numbers by Charger:

Charger Brand	Support Number
ChargePoint	408-370-3802
Emporia	844-367-6742
Mercedes-Benz	855-502-3851